

## CONSTITUTION, RULES, MEMORANDUM AND ARTICLES OF ASSOCIATION

### 1. NAME OF THE ASSOCIATION:

The name of the association (here in after called the "Association") shall be "**BIRLA INSTITUTE OF TECNOLOGY OLD STUDENT'S ASSOCIATION**". It shall be non-profit organization. BIRLA INSTITUTE OF TECNOLOGY OLD STUDENT'S ASSOCIATION shall be called as BITOSA in its abbreviated form.

LOGO: The official logo of BITOSA shall be as per the designed, displayed in annexure – 1

### 2. REGISTERED OFFICE:

The Registered office of the association shall be in **B.I.T. Main Campus, Mesra, Ranchi-835215, Jharkhand.**

### 3. THE AIM AND OBJECTS:

To provide a vibrant forum and platform that promotes interaction, network and brotherhood among the alumni of the institute. To strive and facilitate and help the alumni of the institute to achieve their professional goals. To facilitate an association and bondage of the alumni mater. To endeavor and to render Voluntary assistance and services to contribute to institute's vision of being recognized as amongst the world's leading institution in academics excellence in research, innovation and human values. To create endowments and trust funds for the following purpose:

- For the purpose of research / training and other activities in according with the aims, objective and vision of the institute.
- To grant the scholarship /prize etc. to students who achieve in academics, sports, research and other activities of the institute.
- Too honor staff member of the institute for their outstanding contribution for achieving the goals, objective and vision of the institute.
- To endeavor to provide relief to the member of the association or their dependents in times of difficulties and distress through such measuring as may be felt proper.
- To act as mentor and other intellectual and moral guidance to the students off BIT to facilitate their aspiration in achieving their academic and professional goals.

## ARTICLES OF THE ASSOCIATION

### 1. DEFINITIONS:

- 'The Association means the Birla Institute of Technology old students Association, Mesra, Ranchi(BITOSA).

- 'The Acts' means the societies registration act xxi of 1960.
- Member means the member of the association who was applied in the prescribed performa for becoming its member and has been enrolled as such by paying the usual subscription or has been nominated /elected as honorary member as per the articles and memorandum of the association.
- 'Committee' means the Executive Committee of the BITOSA.
- 'Institute 'means the Birla Institute Of Technology, Mesra inclusive of extent ion centers.
- 'Month' means Gregorian calendar month.
- 'Office' means the registered office of the association.
- 'Years' means the year commencing from 1st April and ending on 31st March.
- A word employing only the masculine gender includes feminine gender.
- 'Seal 'means the approved seal of the association.
- 'General body' mean all members on the roll.

Unless the context otherwise required the word and expression contained in this articles shall bear the same meaning as in the Act on any statutory modification thereof in force on the date at which this articles become binding on the association.

2. **REGISTERED OFFICE:** The Registered Office Of The Association shall be in B.I.T. Main Campus ,Mesra, Ranchi -835 215 Jharkhand.
3. **AMIS AND OBJECTS:** The registered office of the association shall be as stated in the memorandum of association.
4. **Membership Eligibility:**
  - **Life Members** Life Membership ( here after referred as members) of life association shall be open to the ex – students /alumni of the institute with out distinction of sex ,caste ,race or nationality and who subscribe to the aims and objectives of the association and who had paid the life membership charges of the association.
  - **Honorary Member** All ex-students /principals /vice chancellor of the institute shall be honorary member of association in addition the association can also confer the honorary membership to person of eminence who have contributed immensely or have shown keen interest to the development of the institute.
  - **Faculty Members** Any faculty member of the institute who has served the institute for at least three years can become a life member of bitosa by paying the requisite life membership fee.
  - **All life members** shall be presented with a life membership certificate.
  - **All honorary members** shall be presented with a citation and memento conferring of honorary membership.
5. **APPLICATION FOR MEMBERSHIP:**

Application for admission to the ordinary membership of the association shall be made to the sectary of the association in the prescribed from as placed in annexure. The secretary shall put it to the committee for its consideration. The committee shall have the right to refuse the membership where it considers that such membership will be prejudicial to the general interest of the association.

**6. MEMBERSHIP FEE:**

- The life membership fee for the ex-student/ alumni of the institute shall be Rs 2500.00/- (rupees two thousand five hundred only) for alumni acquiring under graduate diploma from the institute.
- There shall be no membership fee for honorary members of the association.
- The membership fee for faculty member shall be Rs. 2500.00/- (rupees two thousand five hundred only).

**7. REMOVAL:**

The name of any member whose conduct has been found prejudicial to the general interest of the association, shall be removed from the rolls of the association by the committee but not before he has had an opportunity to explain his conduct and not until a resolution to this effect has been passed by at least 2/3rd majority of the committee by ballot vote.

**8. PATRON & EXECUTIVE COMMITTEE:**

- Patron – The Vice Chancellor of Birla Institute of Technology shall be the patron of the association.
- The affairs of the association shall be managed by an Executive Committee consisting of 19 members including office bearers are as follows

|                             |   |                                   |
|-----------------------------|---|-----------------------------------|
| 1. President                | 1 | To be Elected By the general body |
| 2. Vice President-I         | 1 | To be Elected By the general body |
| 3. Vice President-II        | 1 | To be Elected By the general body |
| 4. Honorary Secretary       | 1 | To be Elected By the general body |
| 5. Honorary Joint Secretary | 1 | To be Elected By the general body |
| 6. Honorary Treasurer       | 1 | To be Elected By the general body |
| 7. Elected Members          | 5 | To be Elected By the general body |

8. Ex Officio Member 2

With consultation with elected members of the executive committee the president shall nominate the immediate past president & immediate past Secretary as a member of the executive committee. In condition, when the immediate past president or Secretary is unable to render his services to the executive committee, any past president or Secretary can be co-opted as member of the executive body.

9. Co-opted/ Members 5

The President of the association with consultation with elected members of the executive committee shall co-opt five members who shall also become the member of the executive committee.

10. Nominated students member 1

The patron or his nominee shall nominate one senior student of the institute as a co-opted member of the executive committee.

- The number of members of the committee at any time may, at the discretion of the general body be increased or decreased, recommendation for which may be made by the executive committee.
  - The president of the association with the elected executive committee shall co-opt seven members who shall also become the member of the executive committee. These co-opted members as follows:
    - Immediate past president or immediate past secretary in condition, then the immediate past president or secretary is unable to render his services to the executive committee, any past president or secretary can be co-opted as member of the executive body.
    - The patron or his money shall nominate one senior student of the institute as a co-opted member of the executive committee.
    - The other six co-opted nominated member salary selected by the president in consultation with the executives committee members.
    - The president of the association with due consultation with the executive committee can invite such person or persons to the executive committee meeting who may be instrumental in fulfilling the aims and objective of the association. Such invitees shall have no voting rights in the executive committee.
  - The co-opted member shall have the same power and function as those of the elected committee members.
  - The member of the executive committee shall hold office for two years minimum or until another committee is duly constituted.
  - If vacancy is occurring in the executive committee for any reason what so ever between to consecutive election, it shall be filled by co-option by the executive committee.
  - The executive committee shall have regular meetings at such times as are necessary to carry out the business of the association, but shall met at least once in two months to review the activities of the association.
  - The member of the committee or any duly appointed sub committees shall not be held liable in respect of any act done in good faith.
  - A member of executive committee absents himself from attending three consecutive committee meeting without assigning sufficient reason acceptable to the committee shall cease to be a member of the committee.
  - Due care must be taken to see to it that all sub centers are represented properly in the executive body/committee.
9. **POWER AND FUNCTIONS:** The power and function of the executive committee shall be as follows:
- To administer the affairs of the association in accordance with the memorandum of the of association and articles of the association.

- To administer the funds / trust funds / endowments / prizes / scholarship / grants / honors of the association.
- To frame rules and regulation to administrate the various funds /trust funds/ Endowments/prizes /scholarship/ grants /honors of the association.
- To raise funds by way of fee subscriptions, donating, grants etc.
- To incur expenditure for conducting the business of the association.
- To open a bank account with any scheduled bank.
- To sell mortgage, charge or otherwise dispose off or deal with all or any property of the association for promoting the aims objectives and mission of the institute.
- To prepare annual statement of account and annual report on the working of the association and such other statements prescribed by auditor and placing them before the general body meeting.
- To enroll members.
- To appoint or dismiss the salaried staff and to fix their remuneration.
- To convene general body meeting which may be at least once in a year.
- To appoint sub committees, panels from amongst the member of the association for various activities.
- To appoint and approve sub – centers at different centers of the institute and create and approve chapters at different cities /towns in India and abroad.
- To take cognizance of any matter which may be brought to their notice affecting the association or the conduct of any member.
- To interpret the memorandum of association and articles of association to the provision of the societies registration act xxi of 1960.
- To consider any subject brought to the committee by any member or members.
- To create an effect & vibrant WEB SITE.
- Generally to do such other things as are conducive the achievement of the aims and object of the association.
- To amend the life membership or any other membership fees of the association with consultation with the patron.
- The number of members of the committee at any time may, at the discretion of the general body be increased , recommendation for which may be made by the executive committee.

10. **OFFICE BEARERS:** The office bearers of the association shall be as follows:

- The president
- Vice president –I
- Vice president-II
- Honorary Secretary
- Honorary Joint Secretary
- Honorary Treasure

11. **The power and functions of the different office bearers shall be as follows:**

- **PRESIDENT**

The president shall preside at all meeting of the association and act as the chairman of the executive committee and generally will take care of observance of articles and memorandum of the association and shall see to it that the association is functioning to achieve its aims, objectives and vision. The president

shall also moderate all the discussion in the general body as well as in the executive committee.

The president shall have the power to call emergency meeting of the general body and executive committee.

○ **VICE PRESIDENT-I**

In the absence of the president, he shall assume the duties and power of the president and exercise such other powers and discharge such other duties as are delegate to him by the general body.

He shall also be responsible for co-ordination all the centers and sub –centers / chapters of the association with the main center of the association.

○ **VICE PRESIDENT-II**

In the absence of the president and the Vice president, he shall assume the duties and powers of the president and exercise such other powers and discharge such other duties as are delegate to him by the general body.

He shall also be responsible for maintaining and updating the website of the association with active co-ordination and consultation with the institute its centers and the office bearer of the association.

○ **HONORARY SECRETARY**

The secretary shall be the in charge of the correspondence and records of the association and of the committee.

Convene all general body meeting of the association as per decision taken by the committee.

Convene all meeting of the committee in consultation with the president.

Carry out such other work as may be entrusted to him by the committee.

Sue and be sued on behalf of the association upon all matter relating to or affecting the association.

Exercise all executive function of the association on behalf of the committee.

Old an impressed cash not exceeding Rs.10,000/- to meet emergency expenses and petty cash expenses and shall submit the account to the treasure every month for proper accounting.

○ **HONORARY JOINT SECRETARY**

He shall assist the secretary in working of the association. In the absence of the secretary, he shall assume the duties and power of the secretary and exercise such other powers and discharge such other duties as are delegate to him by the General Body.

○ **HONORARY TREASURE**

Be in charge of all accounts of the association.

Accept money and issue receipt on behalf of the association.

Prepare annual financial statement and budget for submission to the committee.

He shall also be the custodian of all the fixed assets of the association and shall maintain proper records and see to it that they are being maintained properly.

**12. ELECTION & FORMATION OF EXECUTIVE COMMITTEE:**

Under ordinary circumstances the executive committee shall hold office for two years. However under circumstances when election for the new executive body and office bearers is not held even after two years. The executive committee shall continue to officiate in its office till new election are held. In the event the election for new executive body is not held even after three years any two member of the existing executive committee can call a meeting of the general body for the purpose of electing new executive committee.

**13. B.I.T.O.S.A. CHAPTERS:**

- In Location In India or abroad where there is a substantial population of B.I.T. alumni. In that location a chapter suffix name of the city /town just after BITOSA followed by word "chapter" can be formed by at least minimum 15 B.I.T. alumni.
- The chapter shall function honoring the memorandum and articles of the association, however the chapters can have their own method of administrating its affairs as best suited for its location.
- For furtherance of the aims and objects of the association, the committee may in response to requested addressed to the secretary BITOSA main center approve starting of a chapter at a specific location in India or abroad. such request shall be signed at least by 15 members of the alumni residing in an around the specified location.
- The chapters registered with the BITOSA shall pay a one time registration fee of Rs 5,000.00 for location in India & 1,000 US \$ for location of India. All chapters shall pay a renewal fee of Rs 1,000.00 per year for locations in India and 250 US \$ per year of India.
- Chapters of BITOSA shall be given a web page in official WEB SITE OF BITOSA at a cost as decided by the committee.
- All chapters of BITOSA shall be given a web page in their official letter head and stationers and display it in official functions.

**14. MEETINGS:**

#### **GENERAL BODY MEETING:**

The General Body shall meet normally once in a year.

The patron of the association can call for a general body meeting of the association if he feels fit to discuss any specific matter pertaining to the institute or the association.

The president of the association can call for a general body meeting of the association if he feels fit to discuss any specific matter pertaining to the institute or the association.

The annual general body meeting shall transact the following business:

- Review the activities of the association during the previous year.
- Pass the Secretary's report and audited account of the of the previous year.
- The Secretary's shall announce the detail of the ensuing election and the election will be conducted.
- To appoint auditor and fix his remuneration for the ensuing year.
- To transact any other business duly brought forward.

#### **EXECUTIVE COMMITTEE MEETING:**

The executive committee shall meet at least once in every two months. The committee may also hold special meetings as when found necessary.

The following business shall be conducted in the committee meeting.

To approve the minutes of the previous meeting.

To received a report from the secretary on the action taken on the resolution previously adopted.

To discussed and finalize the agenda of the meeting.

To received, scrutinize and approved the account submitted by the Treasure.

To transact any other business that may be brought forward.



#### **NOTICE FOR CALLING MEETINGS:**

The annual general body meeting shall be convened by the secretary giving at least two weeks prior information to members.

Any extra ordinary general body meeting may be convened by the secretary after giving seven days notice for any specific purpose.

A notice of at least six clear days shall be given for all ordinary committee meeting. However, emergency /special meeting may be convened with two days notice.

Every notice of a meeting shall specify the place, date and hour of the meeting and shall contain a statement /agenda of the business to be transacted.

#### **QUORUM FOR MEETING:**

For general body –at least 40 minutes to be present.

For executive body meeting –at least seven out of the total nineteen member in the committee.

For general body meetings : if there is no quorum within an hour from the time appointed, the meeting, if called upon the requisition of member shall be dissolved.

#### **PROCEEDINGS FOR GENERAL BODY MEETINGS :**

- The president of the executive committee shall preside as president at every general body meeting of the association. In his absence the vice president -I or in absence of both ,the second vice president shall preside.
- If there is no such president /vice president –I / vice president –II/ or if neither of them is president with in fifteen minutes after the time appointed for holding the meeting, the executive committee members present shall elect one of their committee members to be the chairman of the general body meeting.
- The passing of resolution shall be determined by simple majority of votes unless otherwise stated in the constitution. In the case of a tie in any meeting over any issue the chairman of the meeting shall be entitled to a second and casting vote.

**PROCEEDINGS OF THE EXECUTIVE COMMITTEE MEETINGS:**

- The president of the association shall preside over the meetings of the executive committee.
- In his absence the vice president –I or in absence of both president and first vice president, the second vice president shall preside over the committee meeting.
- no such president / vice president –I / vice president –II member shall be allowed to preside over a committee meeting in which any matter in which he is personally involved is being discussed .
- In case of tie ,the chairman of the meeting shall have a second and casting vote.
- Any resolution in writing signed by all the members shall be as valid and effective as it is had it been passed at a meeting of the committee duly convened and held.

**15. FUNDS:**

All funds of the association shall be managed by the committee and the money shall be deposited in an account with a scheduled bank.

Operation of the bank account of the association may be made under the joint signature of patron /president /and secretary /treasure (any two).

**16. SOURCE OF REVENUE:** The sources of revenue for BITOSA shall be as follows:

- Life membership fee from alumni's of BIT main center and its sub – center.
- Donation from members and well wishers approved by the committee.
- Funds collected through cultural programs, fetes, film shows eat.
- Funds raised through advertisement published in the souvenir /news letter etc.
- Grants from Birla Institute of Technology.

**17. ACCOUNTS :**

The executive committee shall maintain the following accounts through the treasure of the association.

A record of all the assets and liabilities of the association.

A record of all sums of money received whatsoever and spent by the association and the matter in respect of which such receipt and expenditure book place.

The book of accounts shall be kept at the registered office and shall always be open to the inspection of the members of the committee.

Any member of the association may, with the permission of the president and by previous appointment with the treasure inspect the books of accounts.

**18. AUDIT:**

The accounts of the association shall be audited by an auditor appointed at the annual General body meeting of the association.

If the auditor resigns or becomes unable to do the work the committee shall appoint another auditor. a member of the committee shall not be appointed as auditor.

Statement of accounts shall be published at the end of every year and before the general body meeting and a copy of the same shall be displayed in the notice board of the office of the association.

**19. APPROVAL SEAL:**

- The Executive Committee shall provide seal of the association and make rules for safe custody and use thereof.
- The approved seal of the association shall not be affix to any instrument except by the authority of a resolution of the executive committee members and of the secretary or such other person as the committee may appoint for the purpose shall sign every instrument to which the common seal of the association is so affixed in their presence.

**20. MAINTENANCE OF DOCUMENTS / REGISTERS BY BITOSA**

The committee shall keep a register of member at the office which shall be open for inspection by all members. There shall be a minute book for general body meeting for the:

- Purpose of entering all resolution and proceeding at general body meetings.
- The minute's book for the general body meetings shall be kept in the office of the association and , shall during business hour subject to such reasonable restrictions as the committee may impose , be open to the inspection of any member.

The committee shall maintain minutes of meeting of all the committee meetings recording all the resolution and proceedings of the committee meetings in a book kept for the purpose, along with the names and signatures of the members of the committee who Attended the meeting. All such minutes shall be signed by the president at the next succeeding meeting and all minutes purported to be so signed shall for all purpose what so ever to fascia evidence of the actual passing of the resolution recorded and the actual and regular transaction or occurrence of the proceedings so recorded and of the regularity of the meeting at which the same shall appear to have taken place.

**21. AMENDMENTS:**

For amendments to the memorandum of association provision of section 12 of Societies Registration Act of 1960 shall be applicable.

Amendments to the articles of the association shall may be proposed by means of a resolution adopted by the committee or by means of a petition signed by at least 10% of the total members or as proposed by the patron.

Any amendment of articles of association shall be done in a meeting of the general body consisting of at least 100 members of the association.

The resolution to amendment is to be passed by a majority not less than 2/3rd of the members present in the general body meeting by voting, then & only then the constitution shall stand amendment in accordance with the terms of the resolution.

**22. DISPUTES:**

All cases of disputes it shall be referred in the first instance to the executive committee and if its decision is not acceptable by the parties to the dispute , the same shall be referred to the patron who shall act as an arbitrator to settle the matter of dispute.

**23. POWER OF THE GENERAL BODY:**

The general body shall have the riding power in all matters connected with the general interest of the association.

**24. DISSOLUTION:**

Under the event of dissolution of the association all the assets and liability of the association what so ever shall be vested to the institute.

Dr  
Sd. Patron

P.K

BARHAI

Dr  
Sd President

B.M.KARAN

SUSANTO GHOSH